

GEORGIA DEPARTMENT OF CORRECTIONS

Standard Operating Procedures

Functional Area: Facilities Operations	Reference Number: IIB03-0003 (207.03)	Revises Previous Effective Date: 11/01/2004
Subject: Work Assignment Agreement		
Authority: Bryson/Jacobs	Effective Date: 04/22/15	Page 1 of 2

I. POLICY:

The Georgia Department of Corrections shall ensure that proper supervision is provided for all inmates detailed from correctional facilities to perform tasks in county courthouses, state patrol barracks, National Guard Armories and other authorized activities.

II. APPLICABILITY:

All Prisons and Transitional Centers.

III. RELATED DIRECTIVES:

- A. GDC Rules: 125-3-5-.07.
- B. ACA Standards: 3-4398.
- C. SOP IIE05-0002.

IV. DEFINITIONS:

NONE.

V. ATTACHMENTS:

Attachment 1: Work Assignment Agreement

VI. PROCEDURE:

- A. The Work Assignment Agreement (see Attachment 1) shall be agreed upon and signed by the Warden of the facility providing inmate labor and the local agency supervisor receiving detail inmates.

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- B. As required by local circumstances, additional items of agreement may be needed (see item 19 of the Work Assignment Agreement) but any additional items agreed upon shall be in accordance with GDC Rules.
- C. Copies of the agreement shall be maintained at the following locations:
 - 1. The correctional facility detailing the inmate.
 - 2. The agency receiving inmate labor.
 - 3. The appropriate Field Operations Manager.
- D. The fully executed Work Assignment Agreement is valid until it is superceded by a revised Work Assignment Agreement or the work detail is abolished. A new Work Assignment Agreement shall be completed by the local agency supervisor, who is responsible for signing this agreement, or the Warden/Superintendent upon changes in work assignment.

VII. RETENTION SCHEDULE:

Attachment 1 - Work Assignment Agreement

Upon completion a copy of this agreement will be kept in the Warden's/Superintendent's Office for a period of 6 years after it has become obsolete or discontinued.